

Finance Directorate Facility Risk Assessment

Name(s) of Risk Team Members: A. Gray, P. Ferrara, M. Hobson, L. Sinatra, C. Buck, S. Mouzakes	Point Value → Parameter ↓	1	2	3	4	5
Area/Facility Description Title: Generic Office Spaces	Occupancy or Use	≤once/year	≤once/month	≤once/week	≤once/shift	>once/shift
Area/Facility # (if applicable): FRA-01-Office Space						
Area/Facility Description: Finance Directorate Generic Office Spaces	Severity	First Aid Only	Medical Treatment	Lost Time	Partial Disability	Death or Permanent Disability
Approved by: _____ Date: _____	Likelihood	Impossible	Unlikely	Possible	Probable	Multiple
Reason for Revision (if applicable):				Comments:		

Physical Item or Activity	Hazard(s)	Control(s)	Risk with Controls in Place				Control(s) Added to Reduce Risk	Risk with Additional Controls in Place				% Risk Reduction
			Occupancy A	Severity B	Likelihood C	Risk* AxBxC		Occupancy A	Severity B	Likelihood C	Risk* AxBxC	
Walking surfaces to and from offices	Slips/Trips/falls	Facility maintenance, snow removal, safety shoes, snow cleats, Tier I inspections, housekeeping policy, normal and emergency lighting.	5	2	3	30						
Office shelving	Falling items	Limit usage of top shelves, lower shelf height, Limit weight of objects stored on shelves, Tier I inspections.	5	2	3	30						
Storage	Combustibles	Tier I inspection, fire detection and suppression systems	5	2	3	30						
Electrical	Fire	Proper grounding, fire detection and suppression systems, Tier I inspections, facility maintenance, use of listed and approved equipment.	5	3	2	30						

Finance Directorate Facility Risk Assessment

			Risk with Controls in Place					Risk with Additional Controls in Place				
Physical Item or Activity	Hazard(s)	Control(s)	Occupancy A	Severity B	Likelihood C	Risk* AxBxC	Control(s) Added to Reduce Risk	Occupancy A	Severity B	Likelihood C	Risk* AxBxC	% Risk Reduction
Electrical	Electric shock	Proper grounding, Tier I inspections, facility maintenance, GFCI, LO/TO, work planning, use of listed or approved devices.	5	2	3	30						
Computer and office machine usage.	Muscular-skeletal injury	Ergonomic reviews, training, use of ergonomically designed equipment and work station	5	3	3	45						
Working environment	Poor air quality, mold	HEPA filters maintained, Tier I inspection, facility maintenance.	5	2	2	20						
Further Description of Controls Added to Reduce Risk:												
*Risk:	0 to 20	21 to 40	41-60		61 to 80		81 or greater					
	Negligible	Acceptable	Moderate		Substantial		Intolerable					